

GILA COUNTY PROBATION DEPARTMENT JOB ANNOUNCEMENT

1100 E. MONROE STREET, GLOBE, AZ 85501
714 S. BEELINE HIGHWAY, PAYSON, AZ 85541

POSITION POSTED: NOVEMBER 6, 2012

DEPARTMENT: **PROBATION** POSITION: **DEPUTY PROBATION OFFICER 1**

LOCATION: **PAYSON** JOB CODE: **2012-014**

CLOSING DATE: **OPEN UNTIL FILLED** ANNUAL SALARY: **\$35,422-\$39,104 DOE**

As an officer of the court, learns to perform duties covering case management, field monitoring and investigation, probation supervision and enforcement of terms and conditions of probation, according to policies, procedures and regulations.

DUTIES AND RESPONSIBILITIES:

- Learns to supervise probationers to ensure they are fulfilling the terms of probation; learns technical and legal reporting and compliance requirements for probation services; Learns to supervise adult and juvenile misdemeanants and felons placed on probation by Superior Court; monitors compliance of imposed terms and conditions by performing field visits and searches of probationer's residence; enforces court orders; collects urine samples for drug and alcohol testing; locates, restrains and arrests persons in violation of court orders and a danger to the community.
- Monitors compliance of Court-imposed terms and conditions of probation; records and documents probationer activities; assures effective communication with Probation Officers.
- Carries out duties in conformance with applicable regulations and guidelines; interacts with the public effectively and courteously.
- Observes, monitors and collects information on probationer behavior and activities to determine if conditions of probation, reporting, payment of costs, and other responsibilities are being fulfilled.
- Learns to review and assess probationer file and verifies information; interviews witnesses, defendants, attorneys and others involved in the criminal cases; communicates policies, rules and expectations regarding terms of probation; provides the court with any changes to the status of probationers.
- Collects and prepares statistical reporting information.
- Refers probationers to community resources such as treatment centers or other agencies based on observation of activities, behavior and conditions of probation; coordinates and interacts with various agencies providing rehabilitative services; assists with development of treatment plans in conjunction with behavioral health, social services and other related agencies.
- Assists other Probation Department personnel, County departments, outside organizations, and Federal, state and local law enforcement organizations in order to accomplish goals.
- Composes, reviews, edits and revises incident and field reports, and other legal and court documents; provides recommendations for sentencing; attends court hearings and meetings; prepares reports and recommendations.
- Interviews people who can provide and verify information on case progress and problems.
- Explains program procedures, regulations, and time frames to assigned cases and family members; counsels individuals not in compliance with regulations and provides referrals to appropriate agencies.
- Updates and maintains a variety of files, records, and other documents, and prepares reports as required.
- Uses a variety of standard office equipment, including a computer, in the course of the work; drives a motor vehicle to transport adult or juveniles, make home visits and attend meetings.
- Attend in-house and outside training, seminars, conferences and meetings to keep up with trends in probation issues, legislative changes, and safety (defensive tactics and firearms), and may continue education to keep current.

Job Title: Deputy Probation Officer 1

DISTINGUISHING CHARACTERISTICS:

Deputy Probation Officer 1 is the entry-level class in the Deputy Probation Officer job family. Initially under close supervision, incumbents provide investigation and case management services while learning policies, rules and procedures. As experience is gained, duties become more diversified and are performed under more general supervision. Incumbents may advance to the higher levels after gaining the required experience and demonstrating proficiency, which meets the qualifications for the higher level class.

WORKING ENVIRONMENT:

Working conditions are in the field performing enforcement duties and in County offices and facilities; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required; must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness; ability to drive vehicle in order to make home visits and travel to other facilities.

EMPLOYMENT STANDARDS:

Bachelor's degree in criminology, psychology, or related field; some related experience working with at-risk juveniles and adults is preferred. May be required to carry a firearm and successfully pass a psychological, polygraph, medical evaluation and other training requirements.

Must have an unrestricted Arizona driver's license and carry required automobile insurance.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Department policies and procedures; Arizona laws and regulations governing probation services; legal, ethical and professional rules of conduct; principles and practices of social and correctional case management; counseling, and interviewing techniques; psychological, sociological and cultural influences on interpersonal relationships and human behavior; Arizona criminal and juvenile justice system; procedures for preventive and remedial services for probationers; principles of record keeping and case management.

Ability to: Make decisions on caseload management in accordance with laws, regulations and policies; collect data, analyze information, and make logical conclusions based on facts; analyze and evaluate lifestyles, home situations, and family conflicts to determine appropriate treatment and rehabilitation plans; deal with cases which may be controversial or sensitive in nature and maintain confidentiality; operate a personal computer and specialized software applications.

Skills in: Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions; interacting with people of different social, economic, and ethnic backgrounds; positively directing the activities of the probationers; communicating with probationers, recognizing suspicious behavior patterns, and mediating difficult situations; search and restraint procedures; preparing clear, comprehensive, and accurate reports; effectively communicating in written and verbal forms.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.